



Certified Nursing Assistant
Examination Announcement
California Department of Veterans Affairs

Open Examination for the Following Location(s):
Veterans Homes of California –
Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura, West Los Angeles

Final Filing Date: Continuous Filing and Testing

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.
WHO SHOULD APPLY:	Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.
HOW TO APPLY:	<p>The testing office will accept application continuously and will notify and test applicants on an as needed basis. Eligible lists will be merged.</p> <p>Submit an Examination Application (STD 678) and a Supplemental Application Questionnaire to the address listed below:</p> <p>California Department of Veterans Affairs Attn: CNA Exam 1227 O Street Room 404 Sacramento, California 95814</p> <p>The Supplemental Application for Certified Nursing Assistant can be downloaded from the California Department of Veterans Affairs web site at: www.calvet.ca.gov or copies may be obtained by calling (916) 653-2535, or by going to the address listed above.</p> <p>Submit applications only to address indicated above. Do not submit to the CA Department of Human Resources (CalHR).</p> <p>NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.</p>
APPLICATION REQUIREMENTS	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.</p> <p>All applicants must show their license number, title, and expiration date on their applications. Applications received without this information will be rejected.</p> <p>NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.</p>
SALARY RANGE	\$2,193.00 - \$2,862.00
THE POSITION	Under medical or licensed nursing supervision at the Veterans Home of California, to provide nursing care to primarily geriatric patients who are physically ill, disabled, or convalescent; assist the physician or nurse with examination and treatments of patients; motivate and assist patients in developing and utilizing their maximum potential for self-care; and do other related work.

See Reverse Side for Additional Information

MINIMUM QUALIFICATIONS	Possession of a current Nursing Assistant Certificate issued by the Department of Health Services. And Six months of patient care experience as (1) a medical corpsman in a branch of the armed forces; (2) a practical vocational nurse under the direction of a doctor; or (3) an attendant caring for the physically ill, handicapped or disabled patients in a public or private institution.
KNOWLEDGE AND ABILITIES	Scope of the Examination: Knowledge of: <ol style="list-style-type: none">1. Knowledge of routine Activities of Daily Living (e.g. bathing, feeding, lifting, and transporting patients) to ensure safety and without risk of harm to the patients.2. Knowledge of routine hospital techniques of making beds and caring for patients' clothing and property to ensure quality and consistent care for patients.3. Knowledge of hospital routine and procedures to ensure quality and consistent care for patients.4. Knowledge of proper methods and attitudes involved in meeting the physical needs of physically and mentally challenged patients to ensure quality and consistent care for patients.5. Knowledge of proper methods and attitudes involved in meeting the psychosocial needs of physically and mentally challenged patients to ensure quality and consistent care for patients.6. Knowledge of proper methods and attitudes in assisting medically trained personnel to ensure consistent coordination and communication.7. Knowledge of overall first aid methods to ensure safety and without risk of harm to patients.8. Knowledge of overall methods of infection control (e.g., standard and transmission-based precautions, surface disinfectants, personal protective equipment) to provide a safe living and working environment.9. Knowledge of basic principles used in caring for individuals who are immobile in order to provide safe and effective care to patients.10. Knowledge of basic time management techniques in order to prioritize and complete job assignment during the course of the work day. Ability to: <ol style="list-style-type: none">1. Ability to develop skills in the performance of routine Activities of Daily Living (e.g. bathing, feeding, lifting and transporting patients) to ensure safety and without risk of harm to patients.2. Ability to develop skills in the performance of routine hospital techniques of making beds and caring for patient's clothing and other property to ensure quality and consistent care for patients.3. Ability to assist medically trained personnel in order to enhance the quality of professional working relationships.4. Ability to communicate effectively verbally, electronically and in writing in order to provide and/or exchange information.5. Ability to keep simple records for the purpose of documenting information and comply with departmental policies and procedures.6. Ability to understand and follow both verbal and written directions in order to successfully perform function s of the job.7. Ability to recognize situations accurately and participate in an appropriate course of action.8. Ability to gain the interest, respect, and cooperation of patients in order to enhance the quality of professional working relationships.9. Ability to practice standard and transmission-based precautions in order to take effective action10. Ability to recognize and properly dispose of bio-hazardous and hazardous waste in order to ensure a safe work place.11. Ability to stand for prolonged periods of time in order to provide direct patient care.12. Ability to assist and prepare patients for treatments administered by a health care provider.13. Ability to prioritize and complete job assignment during the course of the work day.

See Following Page (Page 3) For Additional Information

SPECIAL PERSONAL CHARACTERISTICS	Concern for and interest in working with patients; sympathetic understanding of the patient; willingness to comply with prescribed procedures; patience and emotional stability.
EXAMINATION PLAN	<p>This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application. See the section titled “How to Apply” for information on where to obtain a copy of the supplemental application and other needed materials.</p> <p style="text-align: center;">Training and Experience – Weighted 100%</p> <p>Applicants who meet the “Minimum Qualifications” will have their supplemental application scored. If they pass the examination, they will be placed on the eligible list. Return of the supplemental application is mandatory. Candidates who do not return the completed supplemental application will be eliminated from this examination.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application”. You will be contacted to make special arrangements. If you have any questions, you may contact the CalVet Examination Unit at (916) 653-2535.
VETERANS PREFERENCE POINTS / CAREER CREDITS	Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Career credits will not be granted in this examination.
ELIGIBLE LIST INFORMATION	The resulting eligible list will be used to fill vacancies at the Veterans Homes in Barstow, Chula Vista, Fresno, Lancaster, Redding, Ventura, and/or West Los Angeles. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

General Information

For an examination with a written feature, it is the candidate's responsibility to contact **Human Resources in Sacramento, California, (916) 653-2535**, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact **Human Resources in Sacramento, California, (916) 653-2535**, three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department at (916) 653-2535.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

See Reverse Side (Page 4) for Additional Information

General Information, Continued

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the CalHR. Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.calhr.ca.gov or the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678.

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. **(916) 653-1966.** California Relay Service for Hearing Impaired Only **(800) 735-2929.**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

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